



CONSTITUTION AND RULES

2023

CHAPTER 1: NAME OF THE ASSOCIATION

The Name of the association shall be “SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES” (In this constitution referred to as “SABS”).

CHAPTER 2: THE OBJECTIVES OF THE ASSOCIATION

a) The objectives of the association shall be:

- i) To bring together individuals, Societies, companies, organisations and chapters involved in Biophysics and allied disciplines in one Society, SABS.
- ii) To promote the advancement of the science of biophysics, education and other allied disciplines in Africa and the world at large
- iii) To promote communication, co-ordination and networking between and among SABS membership in Africa and the World.
- iv) To promote and enhance professional responsibility and professionalism including ethical and safety in biophysics, and allied disciplines.
- v) To provide local and global network platform for dissemination of knowledge and skills in Biophysics and allied disciplines among the Chapters, members, member institutions, member countries and of SABS with the public at large.
- vi) To promote among its membership continued academic and professional growth and continuous development in the areas of Biophysics and other allied disciplines through local and global training, workshops, exchange programmes, Conferences, networking events, e.t.c.
- vii) To source, network and provide a forum such as and not limited to Biophysics week, networking events, workshops, outreach, conferences, exhibitions for its membership which include Chapters, members, member institutions, and member countries.

- viii) To encourage advancement in education, creativity, innovation and research in Biophysics and allied disciplines within Africa and worldwide by finding ways and means for such training.
 - ix) To source for scholarships, funds and grants, locally and globally, for promotion of Biophysics and allied disciplines, funding Biophysical events, Research and Scholarships for Individual Members, Chapters, member institutions, and member countries.
 - x) To co-operate, collaborate and work with Governments in Africa and other public bodies, individuals or institutions for continental and global development.
 - xi) To advise governments, when required on matters of Science and Technology, with special emphasis on Biophysics and allied disciplines.
 - xii) Mount trainings and Certification singly or in partnership with other stakeholders, locally or/and globally in Biophysics and allied disciplines.
 - xiii) Publish Biophysical research outputs, in both electronic and print format with a view of disseminating such new or improved knowledge, skills and innovations.
- b) In pursuance of the aforementioned aims and objectives the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES shall endeavor.
- i) To coalesce individuals, Societies, companies, organisations and chapters involved in Biophysics and allied disciplines in one continental formation, SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.
 - ii) To advance the science of biophysics, education and other allied disciplines in Africa and the world at large
 - iii) To promote communication, co-ordination and networking between and among membership which include and not limited to Chapters, members, member institutions, member countries, Biophysicists and allied professionals in Africa and the World at large.
 - iv) To explore local and global forums such and not limited to Biophysics week, networking events, workshops, outreach, conferences, exhibitions for its membership.
 - v) To instill, promote and enhance professionalism and professional responsibility among the membership.
 - vi) To promote continued academic and professional growth and continuous development in the areas of Biophysics and other allied disciplines for its membership through training, workshops, exchange programmes, Conferences, networking events, e.t.c.
 - vii) To seek scholarships, funds and grants for promotion of Biophysics and allied disciplines, funding Biophysical events, Research and for Individual Members, Chapters, member institutions/organisations, and member countries.
 - viii) To promote education, creativity, innovation and research in Biophysics and allied disciplines within Africa and worldwide by finding ways and means for such training.
 - ix) To work with Governments in Africa and other public bodies, individuals or institutions for continental and global development.
 - x) To advise governments on matters of Science and technology.
 - xi) To train and Certify singly or in partnership with other stakeholders, locally or/and globally in Biophysics and allied disciplines

- xii) To establish, publish and distribute a peer reviewed journal of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.
- xiii) To provide advanced training in Biophysics and allied disciplines by organizing short and medium term courses and scholarships.
- xiv) To develop and maintain a code of conduct for Biophysicists registered with the society.
- xv) To undertake such other activities as may be consistent with the aims and objectives of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.

CHAPTER 3: MEMBERSHIP

Membership of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES shall be eligible to organizations, Chapters, individuals or any other legal formation involved in mainstream biophysics and allied disciplines. The allied disciplines include and not limited to Physics, Chemistry, Biology, Mathematics, and Engineering. However, individuals or/and organizations not qualified in the catchment field of focus for the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES, but working in the field of biophysics and/or allied fields recognized by the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES may join as Associate/Affiliate members.

A. Categories of Membership

There shall be the following categories of membership:

- a) Honorary membership
- b) Life membership
- c) Corporate, and Institutional membership
- d) Chapter membership
- e) Ordinary membership
- f) Associate/Affiliate membership
- g) Student membership
- h) Member Emeritus

i) Honorary Membership

Honorary Members are persons of distinction in science who have contributed to the advancement of biophysics. Honorary Members shall have all the privileges of Ordinary Members but shall not vote or to be voted for. Honorary Fellow shall not pay dues but shall receive the official publication of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES proceedings and Journal.

ii) Life membership

Any active member of fifteen (15) years good financial standing consecutively, may become a life member of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES. However, any other member disadvantaged by duration of stay in the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES, but in good financial standing consecutively for a period not less than seven (7) years, may become a life member by payment in one lump sum of USD 100 or at such rate as shall from time to time be determined by the Members at a General Meeting, not less than the current amount. By this payment to the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES or its Chapters, the member will be exempted from the payment of future

annual dues during his/her life time. Each life member shall continue to exercise all rights and privileges of an active member.

iii) Corporate and Institutional membership

(a). Any legally established Companies, organizations, or institutions or industries involved with biophysics and allied disciplines which include and not limited to Physics, Chemistry, Biology, Mathematics, and Engineering shall be eligible for corporate membership. Applications shall be made by an authorised representative of the company or organisation, via official application form of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES, in print or electronic or online. The Committee shall be empowered to accept or reject such applications. Corporate members shall pay a membership fees of USD 200.00 and an annual subscription fee of USD 100.00, or at such rate as shall from time to time be determined by the Members at a General Meeting, and be entitled to benefits as determined by the Members at a General Meeting. The subscription is payable in advance, and becomes due on 1 January. Corporate membership is subject to annual review by the Committee. On application for Institutional membership such bodies shall submit a copy of their constitution and an up-date report on their activities.

(b). Members of bodies, referred in A(iii)(a), unless holding individual membership of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES or allied Chapter, shall not necessarily become members or exercise any right or discharge any obligation pertaining to members of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES other than at the absolute discretion of the Executive Committee.

(c). The entities referred in A(iii)(a), shall be considered as corporate and/or institutional members of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES while the individuals members nominated from such entities shall belong to respective entities.

(d). Each Corporate or Institutional member shall be represented by its chief executive or his or her designated nominee, officially appointed, with an addition of four members of the entity at business meetings or social functions of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES but such as representative shall not be *ipso facto* hold elective office in the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES, unless such representative also holds individual membership in the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.

iv) Chapter membership (Branches)

(a).

(i). The SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES (SABS) shall establish and charter Chapters in countries in Africa, organizations, or institutions or industries involved with biophysics and allied disciplines which include and not limited to Physics, Chemistry, Biology, Mathematics, and Engineering in Africa which shall work under the constitution, and other guidelines as may be determined by the Executive Committee of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES. The SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES and the Chapters shall share revenue generated at Chapter level through Membership fee, subscription fee or other means, in the ratio of 30:70, with the SOCIETY OF AFRICA BIOPHYSICAL

SOCIETIES receiving 30% and chapters retaining 70%, or otherwise determined by the SABS General Assembly.

(ii). Each Chapter, at onset, shall pay a non-refundable membership application fee of USD 50 to the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES, or otherwise determined by the SABS General Assembly..

(iii). Each Chapter must have all its executive committee including the Sponsor fully paid up and registered members of the Chapter and SABS, as described in A(v).

(b). Members of Chapters, referred in A(iv){a}[i], unless holding individual membership of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES, shall become members of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES (SABS) and shall exercise rights or discharge obligations pertaining to membership of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES, unless otherwise determined by the SABS Executive Committee, upon advise from the Chapter Executive Committee.

(c). The entities referred in A(iv){a}[i], shall be considered as Chapter members of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES while the individuals members from such Chapter members shall belong to both Chapters and the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES by virtue of Registration at chapter level.

(d). Each Chapter member shall be represented by its Sponsor or his or her designated nominee, officially appointed, Secretary and the President or Vice President at the business meetings or social functions of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES but such as representative shall not be *ipso facto* hold elective office in the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES, unless such representative also holds individual membership in the Chapter or the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.

v) Ordinary Membership

- i) Must have obtained at least a Bachelor's of Science in biophysics and/or allied fields recognized by the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES Executive Committee.
- ii) Or have obtained a Diploma or equivalent qualification with specialization in any of the biophysics and/or allied fields recognized by the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES from a recognized and accredited higher institution in addition to having at least 2 years post qualification experience in any of the related fields.
- iii) Or have an equivalent professional qualifications and research experience in biophysics and/or allied fields recognized by the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES Executive Committee to be equivalent to above (I and ii).
- iv) Ordinary member application must be accompanied by certified academic certificates and a one page Resume.
- v) Ordinary members shall be provided with a membership certificate, a copy of the constitution, annual member identification card (upon subscription), and any other publication, in soft copy form or hardcopy, at the discretion of Executive Committee.
- vi) Eligible Ordinary membership is obtainable at either Chapter level or at the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.

- vii) Membership obtained at Chapter level shall only be recognized by the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES , SABS upon Chapter adherence to Revenue sharing formula contemplated in A(iv)[a]{i}.

vi) Student membership:

- i) Student membership shall be open to bona fide full time students (undergraduate and/or diploma levels) who are currently studying in biophysics and/or allied fields recognized by the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES Executive Committee in a university or other accredited tertiary institutions,
- ii) Student members shall have all the rights and privileges of an active member EXCEPT right to vote and hold any national offices or international office. Never the less a student member may be co-opted to any committee of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.
- iii) Student application must be certified by the Head of Department or Senior Staff of the institution in the discipline of biophysics and/or allied fields recognized by the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES, who is an active member of SABS and Chapter.

vii) Associate membership or Affiliate membership

Membership is open to individuals who may not meet other prescribed requirements but are working in the field of biophysics and/or allied fields recognized by the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES, and must satisfy the following conditions:

- i) Have obtained a certificate or equivalent qualification with specialization in biophysics and/or allied fields from a recognized or accredited higher institution
- ii) shall have at least 3 years post-qualification experience in any of the related biophysics and/or allied fields.
- iii) An affiliated member may be upgraded to full membership upon acquisition of appropriate higher qualification and/or cognate experience.

viii) Member Emeritus

A scientist who has been an Ordinary Member of the Society for more than five years and who retires from full-time employment may apply to the Executive Committee to be a Member Emeritus. Such members shall not have voting rights, but shall remain on the mailing list of the Society and be eligible to attend scientific meetings. Members Emeritus shall not pay annual subscription but will pay a membership fee for Member Emeritus of not less than USD 20.00, or a rate that may be determined by the executive committee from time to time.

B. Qualification for membership

- i) All categories of membership shall be attained by filling a prescribed the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES application form obtainable from the Secretary, the Secretariats or on-line from SABS website.

- ii) Upon submission the Executive Committee (at Chapter level or SABS level, where membership is sought) will consider the application and clear the applicant within a period of two weeks from the date of submission.
- iii) SABS shall certify the members based on the performance, contributions and qualifications.
- iv) Each successful candidate shall be bound by the rules and regulations of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES and shall be required to pay the prevailing prescribed dues.
- v) Every member shall be entitled to a copy of the constitution of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES and any amendments and alterations thereto free of charge and shall be expected to comply with all the rules and regulations and code of conduct of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.

C. Membership fees

There shall be an entry fee and an annual membership subscription. The entry fee is payable on application for membership and is refundable in full case of unsuccessful application. The first annual membership fee is payable on admission to membership and thereafter on the first day of January in each year. The fee rates for each category of membership will be as determined by the Executive Committee from time to time and ratified by a simple majority thereof at the Annual General Meeting and upon such ratification the decision shall become a by-law under the constitution.

D. Membership subscription:

In accordance with Chapter 3C of the constitution, the committee has approved the following annual membership subscription: -

Membership Category	Registration/Membership/ Fee (USD.)	Entry	Annual Subscription (USD.)
Corporate/Institutional	200.00		100.00
Ordinary	10.00		12.00
Student	5.00		6.00
Associate/Affiliate membership	10.00		10.00
Life Member	100.00		=N/A=
Chapter membership	50.00		=N/A=
Member Emeritus	20.00		=N/A=

Membership certificate will be issued upon completion of payment

N/A: Not Applicable.

E. Termination of membership

A person ceases to be a member the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES when:

- i) Have proven professional misconduct
- ii) Convicted for criminal offences by a court of law of competent jurisdiction

- iii) The Executive Committee may in its absolute and sole discretion terminate the membership of any member whose conduct is in the opinion of the Committee prejudicial to the good name of the Society.
- iv) Membership shall be deemed to have terminated if a member shall have fallen in arrears with his annual subscription for a period of six consecutive months..
- v) Membership certificate becomes invalid upon the expiry of the date indicated on the certificate and any member found to be using an invalid certificate shall be considered to have violated the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES code of conduct.
- vi) Membership terminates upon demise of a member.

Any person or institution or Chapter or other legally admitted entity who ceases to be a member by termination or resignation shall not be entitled to a refund of his subscriptions or any other contributions that may have been made to the Society

Membership certificate becomes invalid upon the expiry of the date indicated on the certificate and any member found to be using an invalid certificate shall be considered to have violated the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES code of conduct

F. Readmission to the Society

One whose membership is terminated under this clause (Chapter 3E) shall have the opportunity to submit to the Committee a written appeal within one month of the termination of one's membership. A member dismissed on disciplinary grounds may seek readmission after expiry of 3 years of dismissal period and with proof of changed behavior. Such members shall be placed on probation for a period not exceeding one year. Upon readmission to the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES, such a member may not run for office until expiry of 5years.

CHAPTER 4: OFFICE BEARERS

- a) The SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES shall have an Advisory Board, with members not exceeding ten (10) members, of which the executive President is the Secretary. .
- b) The office bearers of the society, herein called Executive Committee, shall be:
 - i) Executive President (Chairman)
 - ii) Vice President (Vice-Chairman)
 - iii) Secretaries (2)-member- General Secretary (Secretary) and Organising Secretary (Assistant Secretary)
 - iv) Treasurer –member
 - v) Editor-in-Chief – Member
 - vi) Assistant Editor-in-Chief
 - vii) Ambassadors (one per Country)
 - viii) Sponsor (Member at Chapter Level)
- c) Any office bearer who ceases to be a member of the society shall automatically cease to be an office bearer thereof.
- d) Office bearers may be removed from office in the same way as it is laid down for the Expulsion of members in Chapter 3E and vacancies thus created shall be filled by persons elected at the general meeting resolving the expulsion.

- e) Chapters shall have a Sponsor, a registered member of the Faculty or entity.

CHAPTER 5: DUTIES OF OFFICE BEARERS

a) Duties of the Executive President

- i) Shall be the spokesperson and Chief Executive officer of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.
- ii) The overall general organization, supervision, administration and control of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.
- iii) Shall preside over all business and social businesses of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES including and not limited to Executive Committee and Annual General Meetings.
- iv) Shall give the Chairman's address during the Annual functions of the Society.
- v) Shall maintain inter-regional and international relationships by correspondence and travel including relations with the United Nations and its agencies.
- vi) Shall take vital policy decisions in the matter of good administration and efficient management of the Society.
- vii) Shall perform any other specialized function as directed by the Executive Committee.
- viii) Shall ensure adherence to the constitution and realization of the aims and objectives of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.
- ix) Mandatory signatory to all financial transactions.
- x) Serve as liaison between the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES, Chapters, stakeholders, institutions and other local and international entities and governments and government agencies and the Private entities..
- xi) In not less than two months prior to the expiry of the ten year tenure, the President shall appoint a Nominating Committee (Electoral Committee) of Four genderly balanced to select a slate of candidates for various positions and conduct elections.
- i) Shall be in-charge of staff which include and not limited to an Executive Officer, Legal advisor, Project manager and Resource mobiliser, Finance officer, Accountant, Secretary, Publicity and Media officer, Programme and conferences officer, Public relations officer etc.
- ii) Shall convene all meetings for the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES directly or through delegation to the General Secretary.

b) Duties of the Vice President

- i) Shall perform duties of the Executive President during the absence or at the request of the Executive President and shall automatically succeed to the Presidency in case of vacancy and

shall remain in office as Acting President for a period not exceeding 90 continuous days; within which a fresh election for the Executive President will be conducted.

- ii) Any other duties assigned by the executive President.

c) Secretaries

There shall be two Secretaries. One of the Secretaries will be the General Secretary and the other will be the Organising Secretary.

[I]. Duties of the General Secretary

- iii) Shall be a signatory to financial transactions
- iv) Shall takes and read minutes during meetings, send and receive correspondence.
- v) Shall keep manual and electronic record of all meetings of the Executive Committee, and other meetings of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.
- vi) Shall preside during the absence of both the Executive President and Vice- President, and a Secretary shall be appointed for that period and meeting from the executive.
- vii) Shall compiles, files and keeps safe reports ratified by the executive committee.
- viii) Shall be the Custodian of legal documents.
- ix) Shall maintain non financial records of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.
- x) Shall deal with matters of scientific meetings and other affairs of the Society.
- xi) Shall work under the Executive President in overall administration of the office and Research Information and publication services.
- xii) In consultation with the Executive President, the Secretary shall prepare and present an Annual Report to the Annual General Meeting.
- xiii) Shall perform any other duties assigned to him/her by the Executive and/or Executive President
- xiv) Shall convene all meetings upon advise or delegation by the executive President.

[II] Duties of the Organising Secretary

- i) Shall work in consultation with the Secretary General and Executive President.
- ii) Shall be a member of the Executive Committee.
- iii) Shall mobilize members for the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES activities.
- iv) Chief Organiser and mobiliser of every event or activity, which include and not limited to workshops, conferences, education days, etc of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.

- v) Shall be in-charge of the general publicity of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.

d) Duties of the Treasurer

- i) Working under the technical advice of the Finance personnel, shall handle and account for all funds, paying out funds only upon approval of the Executive President and the Executive Committee.
- ii) Shall be a signatory to financial transactions
- iii) Shall oversee, under instruction and approvals of the executive, the Administration of funds of the Society including the following:
 - 1. Salaries of staff
 - 2. Purchases and
 - 3. Other expenses
- iv) Shall keep a clear record of all financial and Bank transactions including and not limited to deposits, withdrawals and accounts.
- v) Oversee all office accounts including cash book and ledger, regularly signing all books as a token of the correctness of the accounts.
- vi) Work hand in hand with the executive committee, executive President and various departments and committees in preparation of the annual budget of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.
- vi) Arrangement and ensure auditing is done and a report presented to the executive committee before discussion in AGM.
- vii) Following up for contributions anonymous donations and other receipts
- viii) Preparation of an annual report pertaining to income and expenditure of the Society.

e) (i). Duties of the Editor-in-Chief

- i) Shall constitute a team of editors for various disciplines under the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.
- ii) Formulate and Provide guidelines to authors for preparing and submitting manuscripts
- iii) Providing a clear statement of the Journal's policies on authorship criteria
- iv) Establishing and defining policies on conflicts of interest for all involved in the publication process, including editors, staff (e.g., editorial and sales), authors, and reviewers
- v) Establishing a system for effective and rapid peer review

- vi) Making editorial decisions with reasonable speed and communicating them in a clear and constructive manner
- vii) Establishing clear guidelines for authors regarding acceptable practices for sharing experimental materials and information, particularly those required to replicate the research, before and after publication
- viii) Describing, implementing, and regularly reviewing policies for handling ethical issues and allegations or findings of misconduct by authors and anyone involved in the peer review process
- ix) Developing mechanisms, in cooperation with the publisher, to ensure timely publication of accepted manuscripts
- x) Clearly communicating all other editorial policies and standards

(ii). Duties of the Assistant Editor-in-Chief

- i) Shall perform duties of the Editor-in-Chief during the absence or at the request of the Editor-in-Chief and shall automatically succeed to the Editor-in-Chief in case of vacancy and shall remain in office as Acting President for a period not exceeding 30 continuous days; within which a fresh election for the Editor-in-Chief will be conducted.
- ii) Any other duties assigned by the Editor-in-Chief.

f) Duties of the Ambassador

- i) Ambassador is an office of a representative of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES in a member Country.
- ii) Each country shall have one Ambassador at a time for a period of 3years, renewable twice.
- iii) The Ambassadors can be co-opted into the executive committee on need to need basis.
- iv) This is a non-elective position, attained competitively under a criteria established by the Executive Committee of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.
- v) The applicant to the Ambassador position should be a sitting President or Sponsor, fulfilling the membership requirements under 3A(v).
- vi) Seek opportunities to advocate for and promote our field to local scientists and policy makers; Keep abreast of developments political and legal activities related to science in your country/region;
- vii) Provide alerts to the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES about important conferences and events taking place within their country/region of representation;
- viii) Represent the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES at a Meetings, if it is in their country/region;

- ix) Seek to promote biophysics by working closely with the region's biophysics communities and develop relationships with other like-minded scientific societies and communities and;
- x) Seek and, when possible, execute opportunities for the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES to collaborate with individuals or like-minded scientific societies on programs or events in their county/region.

g) Duties of the Sponsor

- i) Each chapter or institution shall have one Sponsor.
- ii) The sponsor must fulfill the requirements of 3A(v).
- iii) Chapter/Institutional Sponsor shall be an advisor to the Executive Committee and members at chapter or institution level on all matters affecting the Chapter.
- iv) The Chapter sponsor in liaison with the executive shall mobilize for resources for the Chapter.
- v) The sponsor shall at all times offers credibility and support to the Chapter.
- vi) The sponsor may attend the Chapter meetings as an observer with no voting privileges.

h). Duties of the Advisory Board

- i) Members of advisory board shall be constituted competitively by the an adhoc committee established by the executive committee.
- ii) The Advisory Board shall serve for a period of five years renewable once.
- iii) Membership of the Advisory Board shall be sought worldwide, with members excempted from the provisions under Chapter 3 of this constitution.
- iv) Upon appointment to the Advisory committee, the members will be required to join the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES (SABS) or any other known Biophysical society locally or internationally or both in order to keep a breast with the trends in Biophysics.
- v) The Advisory Board shall be a means for the executive committee to network locally and internationally.
- vi) The advisory board shall be the key resource mobilisers for the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.
- vii) The advosory board shall advise the executive from time to time on matters of importance to the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.
- viii) The advisory board shall cut an international image of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.
- ix) Shall sponsor or seek sponsorship for activities of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.

CHAPTER 6: THE EXECUTIVE COMMITTEE

- a) The executive committee shall be elected from all the Delegates from each chapter, which include President, Secretaries (2), and Treasurer.
- b) The Executive committee of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES shall consist of all the office bearers: Executive President, Vice President, General Secretary, Organising Secretary, Treasurer, Editor-in-Chief, Assistant Editor-in-Chief and not more than 6 other elected members for affirmative balance (genderly, Biophysics Diversity, racially and regionally) to give it a continent face, in the annual general meeting.
- c) Members of Standing Committees shall be appointed from the executive committee, with cooption of members on need basis. Standing committees are answerable to the executive and each task ends at reporting and submission stage. The standing committees shall be chaired by an elected officer whose docket is in line with the assignment.
- d) The standing committees shall include and not limited to: Disciplinary Committee, Programme Committee, Membership Development Committee, Publicity and Linkages Committee, Public Affairs Committee, Events Committee, Welfare Committee,
- e) Any casual vacancies for members of the committee caused by death or resignation shall be filled by the executive committee.

CHAPTER 7: DUTIES OF THE EXECUTIVE COMMITTEE

a) Roles and Responsibilities of the executive committee

- i) All of Members of the executive committee shall be fully paid-up members of SABS.
- ii) The executive committee shall be responsible for the management of the society and for that purpose may give directions to the office bearers as to the manner in which, within the law, they shall perform their duties. The executive committee shall have power to appoint such sub-committees as it may deem desirable to make reports to the committee upon which such action shall be taken as seems to the committee desirable.
- iii) The executive committee shall seek and/or approve affiliations of SABS to other societies and institutions that will be of benefit to the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.
- iv) The executive committee may seek for collaborations and funding from external sources that will only be used to in achieving the objectives of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.
- v) All moneys disbursed on behalf of the society shall be authorized by the executive committee.

b) Meeting of the Executive Committee

- i) The Executive Committee shall meet at least four times between any two Annual General meetings of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.
- ii) The Executive President shall be empowered to convene special or additional meetings of the Committee.

- iii) The Chairman shall be responsible for directing and convening Committee meeting and shall be the Chairman thereafter. In the absence of the Chairman, the Secretary shall convene the meetings and the Vice-Chairman shall be the Chairman thereat.
- iv) Two third of all voting members of the Committee shall form a quorum and decisions shall be made by a simple majority of the fully paid up members present and voting thereat.
- v) Except for the Chairman who shall have both an original and a casting vote each Committee member shall have one vote.
- vi) Voting shall be by show of hands or secret ballot.
- vii) The Chairman may at his own initiative or at the request of the Executive Committee invite any other person or official to attend any meeting of the Executive Committee for deliberations but not for voting purposes.

c) Functions of the Committee

- i) The Executive Committee shall be responsible for the proper running of the the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES. To the end it shall appoint, as it may deem fit, sub-committees or individuals to make reports to it or carry out specific tasks on any matters concerning the activities of the SABS.
- ii) The Executive Committee shall be responsible for the proper management and application of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES' funds as well as other resources. For this purpose, it shall appoint an independent Auditor to review the accounts and financial position of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES and submit a written report to the Annual General Meeting.
- iii) If the posts of Executive President, Secretary or Treasurer fall vacant from whatever causes before the expiry of their terms of office, the Executive committee shall fill them immediately by nomination on acting capacity and there after report to the Annual General Meeting.
- iv) All Executive Committee officers of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES shall hold office for a term of Six years, and shall be eligible for re-election.
- v) After serving for two terms, the executive committee member may seek re-election after breaking for one term.

CHAPTER 8: GENERAL MEETINGS

a) Annual General Meeting

- i) There shall be an Annual General Meeting of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES any day before the second Saturday of December.
- ii) The Executive President, through the General Secretary or under his/her Direction the Executive Office, shall give at least 21 days' notice of the meeting and agenda shall be circulated at least 7 days before the day of the proposed meeting.

b) Functions of the Annual General Meeting

Functions of the Annual General Meeting shall be:-

- i) To receive and consider the annual reports of the Executive President, Secretary and the Treasurer.
- ii) To elect office bearers i.e The Executive Committee
- iii) To discuss any other matters concerning the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES
- iv) To perform such other functions as may be provided in the constitution.

c) Extraordinary General Meetings

- i) An Extraordinary General Meeting shall be called at the request of either the Executive Committee, or one third of members who are entitled to vote in writing, with signatures and supporting documents addressed to the Executive President,
- ii) Such a meeting, approved by the executive, shall be held within three months of the request and the notice and agenda for the meeting shall be circulated by the Executive President through the General Secretary to all the members at least fourteen days before the proposed date of the meeting,
- iii) The venue of the Extraordinary General Meeting shall be determined by the Executive President in conformity as far as possible with any suggestions by the body requesting the meeting or as per a reasoned advise of the executive committee.

d) Quorum

Two third of all the registered members who are entitled to vote shall constitute a quorum

e) Chairman of the meeting

The Executive President shall take the chair at all Annual or Extraordinary Meetings. In his absence the Vice President shall take the chair subject to the provisions of Chapter 5(b).

f) Elections

- i) Election of office bearers shall be done by secret ballot, or/and Electronically.
- ii) The election shall be conducted by a board of election (election commission) consisting of five (5) persons appointed in accordance to section 5a(xi) of this constitution, who are not serving officials nor seeking elective position.
- iii) Delegates outlined in section 6(a) of this constitution shall be eligible to vote or be voted for provided they conform to section 3(a)[v] of this constitution.
- iv) Office bearers will serve for two continuous terms of Six years each, after which he/she will not seek re-election unless approved by two-thirds of the members present that the service of the office bearer(s) may still be required or application of provision in 7c(v) of this constitution.
- v) The election shall be conducted for each post from amongst those members nominated by Members. Nominations together with signed declarations by the nominees shall be submitted to the Secretary two weeks in advance of the meeting at which the elections are being held.
- vi) Any vacant position of the office bearer or Committees caused by death, expulsion or resignation shall be filled by an ordinary meeting of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.

CHAPTER 9: PROCEDURE AT MEETINGS

- a) At all meetings of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES the Executive President, or in his absence, the Vice-President, or in absence of both these offices, the General Secretary shall take the chair.
- b) The Executive President may at his discretion limit the number of persons permitted to speak in favour of and against any motion.
- c) Resolutions shall be decided by simple voting by a show of hands. In the case of equality of votes, the Chairman shall have a second or casting vote.
- d) Decisions made in all meetings are binding to all members of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES and any deviation to it will attract disciplinary action.

CHAPTER 10: TRUSTEES

- a) Members shall elect at least three (3) and a maximum of five (5) members to the Board of Trustees of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES during the general elections.
- b) The term of office of the Trustees shall be 6 years but any Trustee could be re-elected by the members of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES to serve for a further term.
- c) An Annual General Meeting by a simple majority vote shall have power to discontinue the tenure of any of the Trustees.
- d) All movable and immovable property investments and securities acquired or entrusted to the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES shall be vested in the names of the Trustees of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.
- e) The trustees shall pay all income received from property vested in them to the Treasurer of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES and any expenditure in respect to such property which in the opinion of the trustees is necessary or desirable shall be reported to the Annual General Meeting.
- f) The executive Committee of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES shall have the power to appoint in acting capacity new Trustees in the event of the death or resignation of a Trustee, or to replace a Trustee removed by resolution of the executive Committee of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES or of the Annual General Meeting. The Executive President and General Secretary of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES shall be ex-official trustees by virtue of their offices.

CHAPTER 11: AUDITOR

- a) All the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES accounts, records and documents of finances shall be open to inspection at any time by an Auditor appointed as in Chapter 7c(ii) of this constitution.
- b) The treasurer, in consultation with the Finance officer, shall produce an Annual Statement of Accounts of receipts, payments assets and liabilities. The Auditor shall examine such accounts and certify his considered opinion concerning the correctness of the Accounts and the financial state of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.

- c) A copy of the audited report and balance sheet (if any) shall accompany the Treasurer's Statement of Accounts which shall be presented for the approval of the Committee and Annual General Meeting.
- d) No office bearer or member of the Committee or any sub-committee concerned with the finance of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES may be appointed as an Auditor.
- e) The Auditor may be paid an honorarium by resolution of the executive Committee of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.

CHAPTER 12: FUNDS

- a) The funds of the society may be used for carrying out the objectives and functions as stipulated in Chapter 2,, buy assets, pay honoraria to Executive committee, Ambassadors and meet any other expenditure reasonable for the benefit of SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES, though not contemplated in any section of this constitution, but valid by resolution of the executive committee.
- b) All moneys and funds shall be received by and paid to the Treasurer, or under delegation to the Finance officer, and shall be deposited by him/her in the name of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES in any bank approved by the executive committee.
- c) No payments shall be made out of the bank account without a resolution of the executive committee authorizing such payment and all cheques on such bank account shall be signed by the Executive President, treasurer and the General Secretary.
- d) An alternative signatory shall be appointed by the executive committee in their first executive meeting.
- e) A sum not exceeding Sh. 10,000 may be kept by the Treasurer or accounts office (on delegation) for petty disbursements of which proper account shall be kept.
- f) The executive committee shall have power to suspend any office bearer who it has reasonable cause to believe is not properly accounting for any of the funds or property of the society and shall have power to appoint another person in his place. Such suspension shall be reported to a general meeting to be convened on a date not later than two months from the date of such suspension and the general meeting shall have full power to decide what further action should be taken in the matter.
- g) The financial year of the society shall be from 1st January to 31st December.
- h) The society's source of funds shall be membership fees, activity/event fees and sponsorships from affiliated institutions and societies. The SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES will not accept funding for political and business ventures.

CHAPTER 13: DISCIPLINE OF MEMBERS

- i). The SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES executive committee shall establish a Disciplinary committee
- ii). The disciplinary committee shall be composed of five members appointed by the Executive Committee of which at least one with counselling background.

- iii). The disciplinary committee shall in liaison with the members and the executive committee establish the penal code for the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES and procedures for administering disciplinary action.
- iv). Disciplinary action shall be based on the Constitution, by-laws and the penal code after according the accused a fair hearing.
- v). Members discipline shall be enforced by disciplinary committee of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.
- vi). Any office bearer under investigation shall step aside until cleared of the accusation(s).
- vii). Any member under investigation shall be restrained from participating in the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES activities until cleared of the accusation(s).
- viii). The Disciplinary committee shall make a decision on a disciplinary case with reasonable timeframe, not exceeding 14 days.

CHAPTER 14: STANDING ORDERS AND AMMENDMENTS TO THE CONSTITUTION

- a) The Executive Committee shall have power to make standing orders subject to the approval of the Annual or Extraordinary General Meeting by a simple majority of votes to cover any matters covered by the constitution only partially or not at all and which do not require a constitutional amendment. Such standing orders shall operate from the date of approval by an Annual or Extraordinary General Meeting.
- b) This constitution of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES may only be amended by a two thirds majority vote of all the members present and voting at an Annual General Meeting. They cannot; however be at least a two-thirds majority of members at a general meeting of the society. They cannot, however, be implemented without the prior consent in writing of the Registrar, obtained upon application to him/her made in writing and signed by three of the office bearers.
- c) All proposed amendments shall be circulated to the members with the agenda of the meeting and members may send a postal/email opinion which shall be read at the meeting before voting.

CHAPTER 14: DISSOLUTION

- a) The SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES shall not be dissolved except by a resolution passed at a General Meeting by a vote of two thirds of all registered membership of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES entitled to vote. Those unable to attend the meeting shall be entitled to a postal/electronic vote. If no quorum is obtained, the proposal to dissolve the society shall be submitted to a further general meeting which shall be held one month later. Notice of this meeting shall be given to all members of the society at least 14 days before the date of the meeting. The quorum for this second meeting shall be the number of members present. Should the proposal for dissolution not meet the threshold after the second attempt, then the dissolution of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES ceases.
- b) Provided, however, that no dissolution shall be effected without prior permission in writing from the Registrar, obtained upon application to him made in writing and signed by three of the office bearers.

- c) When dissolution of the society has been approved by the Registrar no further action should be taken by the executive committee or any office bearer of the society in connection with the aims of the society.
- d) Should the motion for dissolution be passed, the Board of Trustees shall take charge of all the assets of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES and, subject to the payment of all the debts and liabilities of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES, the balance thereof shall be distributed in accordance with a resolution passed at the General Meeting called to dissolve the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES.

CHAPTER 15: INSPECTION OF ACCOUNTS AND LIST OF MEMBERS

The books of account and all documents relating thereto and a list of members of the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES shall be available for inspection at the registered office of SABS by any officer or member of the society on giving not less than seven days' notice in writing to the society.

CHAPTER 16: AFFILIATION

Any organizations, societies or institutions with kindred objectives may be affiliated to the SOCIETY OF AFRICA BIOPHYSICAL SOCIETIES. In such case the terms of affiliation shall be decided by the Executive Committee. Such organizations, societies or institutions of affiliation include and not limited to the Biophysical Society (USA) (BPS), the International Union of Pure and Biophysics (IUPAB), etc.

SOC/GEN/2

DEPARTMENT OF THE REGISTRAR GENERAL

31st January, 2023 P.O. Box 30031, Nairobi